[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

HVAC technician materials list

Everything the job needs - specified, sourced and costed before work starts.

Job number: _____

Site address: _____

Prepared by: _____

Date: _____

Materials

Item	Specification / size	Qty	Supplier	Cost
Filters - [size/type]	[qty]	[Supplier]	[£ cost]	
Refrigerant [type]	[kg]	[Supplier]	[£ cost]	
[Part, e.g. capacitor / contactor]	[qty]	[Supplier]	[£ cost]	
Insulation tape / line-set covers	[qty]	[Supplier]	[£ cost]	

Totals

Estimated materials total: _____

Sign-off

Prepared by: _____ **Approved by:** _____ **Date:** _____